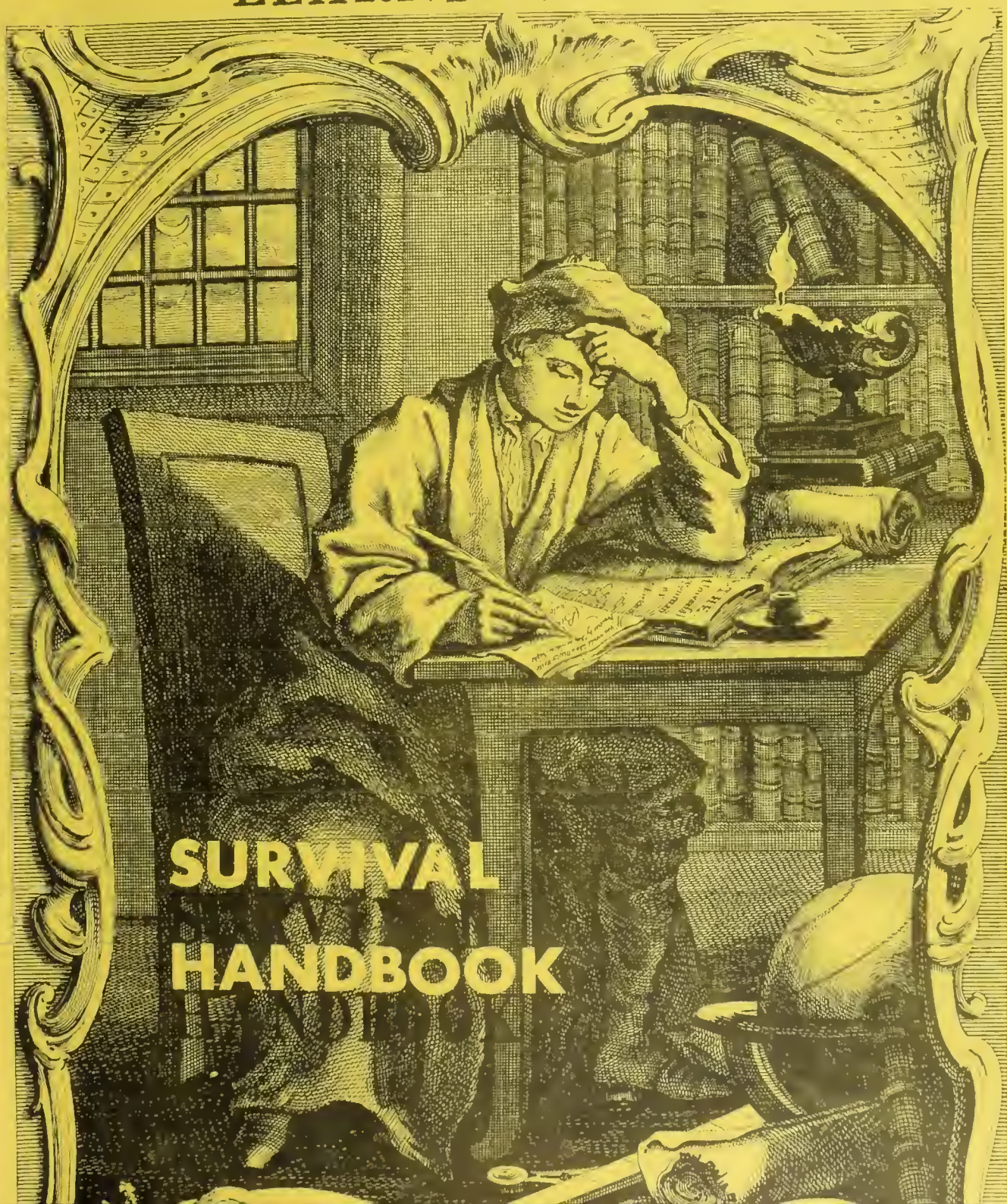
SEELEY G. MUDD

LEARNING CENTER



SURVIVAL HANDBOOK

HOURS

BUILDING OPEN FOR:

CHECKOUT of materials from Reserve, General collection.	8 a.m. to 11 p.m., Monday-Friday 9 a.m. to 11 p.m., Saturday Noon to 11 p.m., Sunday
CATALOG use	
LATE STUDY (Thomas Room, Level A)	Till 2 a.m. nightly*

* Depending on student demand, budget, and security control.

SERVICE DESKS

Main Service Desk, Main Level

8 a.m. to 11 p.m., Monday - Friday
9 a.m. to 11 p.m., Saturday
Noon to 11:30 p.m., Sunday

Reference Desk, Main Level

9 a.m. to Noon, 1 to 5:30 p.m., 7 p.m. to 9:30 p.m., Monday - Thursday*
9 a.m. to Noon, 1 to 5:30 p.m., Friday*
1 p.m. to 5:00 p.m., Saturday
2 p.m. to 5:30 p.m., Sunday

Library Office, Main Level

8:00 a.m. to 4:30 p.m., Monday - Friday

Media Center, Level 4

8:30 a.m. to Noon, 1 p.m. to 4:30 p.m., Monday - Friday

ARCHIVES
RESERVE SERVICE DESK, Level A
COMPUTING CENTER

See individual departments for schedule of hours

* Closed over Noon

SEELEY G. MUDD LEARNING CENTER SURVIVAL HANDBOOK

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August 1974
Revised Aug. 1978

Dedicated with affection
and fond recollection,
to the first four-legged
visitor to Seeley G. Mudd--
Bob Walker's dog, Dog.

INTRO INFO

Welcome to Seeley G. Mudd, Oberlin's new and exciting multi-media Learning Center. We moved our books, our bods, and our media equipment into it in the summer of '74, and have spent the past four years experimenting with new approaches to make the most effective use of this facility. We hope this handbook will help you to maneuver your way through the labyrinth.

The Learning Center is a lot more than just those books assembled in the Reserve Room for your class assignments. This is the place to find out where and how ideas originated; to discover for yourself what's happening, and has happened, in this world. If you want to expand your practical knowledge of domebuilding, beekeeping, or backpacking, you'll find that kind of information in the library. Yearn to make your own award-winning film, or develop a different kind of classroom presentation? See our media people on Four. Curious to see the transcripts of the Watergate tapes? We've got them -- and over 800,000 more books, periodicals, microforms, recordings, government documents, pamphlets, ad almost infinitum. Our collection of resources not only supplements your classroom learning--it can act as an alternative, besides. It can, and should, make your "learning and labor" at Oberlin fulfilling--and even fun!

The maps at the rear of the handbook will give you an overview of what's where on each of the five floors. Signs have also been placed throughout the building to keep you from feeling lost. And we've written down in this handbook some details about some of the areas and materials we have, so that you'll know what they're for and how they're organized. But if or when you can't find what you're looking for, ask any staff member. We'll be glad to help you.

STAFF (WHO'S WHO)

Here's the group you can find at Seeley G. Mudd between 10 in the a.m. and 9:30 at night (till 5:30 on Fridays), and on weekend afternoons from 1-5 on Saturdays and 2-5:30 on Sundays. (The numbers following some of the names refer to office locations, not ages).

Chief Muckamuck

Acting Director of Libraries (In Charge of It All)	John E. Druesedow
Receptionist	Doris Hendricks
Secretary to the Librarian	Thelma Benson
Secretary	Barbara Lucky

Public-Services (Getting You to the Goods) Main Level center and Level A

Head	Virginia B. Harris, Room #121

Main Service Desk (book return, questions on circulation, location)

Virginia Ives, Head	Shirley Williams
Sharon Fenton	Jane Drennan
Aama Nahuja	

Reference Service (for research assistance and information)

Elizabeth H. Bridger	103
Robert Almony	106
Reference Librarian to be Appointed	
Reference Assistant	Eilene Funk
Government Documents Assistant	Ernestine Rogers
Interlibrary Loan Assistant	Louise Martin

Reserve Room

Head	Marge Henderson

Technical Services (Getting the Goods to the Shelves) Main Level north

Acquisitions	Ruth Graff, 120A
Cataloging	Lois Lindberg, 114

Special Services

East Asian Collection
Level 3
Bibliographer: Jiann I. Lin
Room 115

Media Center
Level 4
Head: Wanda Johnston, Room 448
Technician: Stephen Dakos, Room 426

Rare Books and Special Collections
Level 4
Special Collections Librarian:
Mary Cowles, Room 118

Archives

Level 4
Archivist: William Bigglestone

Outlanders

Art Library, Art Museum - Phone 8635
Librarian: Christina Huemer
Assistants: Sharon Anderson
James Selby

Music Library, Conservatory - Phone 8280
Acting Head Librarian: David (Jack) Knapp
Readers' Services: Linda Fidler
Circulation Desk Head: Sondra Smith

Science Library, Kettering - Phone 8310
Librarian: To be Announced
Assistant: Rita Mitro Srokowski

Oberlin Public Library, Carnegie - Phone 8600 or 8601
Director: Eleanor Owen
Readers' Services Librarian: To be Announced
Assistant to the Director: Dureve Jones
Assistants: Rebecca Sue Luedeke
Elizabeth Shy

STUFF (WHAT'S WHAT)
THE COLLECTION

Oberlin is proud of having the largest and, we think, one of the finest collections of learning materials of any undergraduate college in the country. What we've got mostly is (are you ready?) books--about 788,000 of them are here in Seeley G. Mudd--and we've arranged them to make it as easy as possible to get the right book to the right person at the right time. We also have thousands of bound periodicals (library-ese for mazagines), 160,000 microforms, 3,000 recordings, and the beginnings of a film, tape, and cassette library.

You'll also find that we've scattered gorgeous chairs in brilliant hues throughout the building, so that you can curl up comfortably with your favorite psych book on Level 2, or sit tall in a study carrel if you feel more Spartan.

But that is not all at all. There are several semi-autonomous colonies on campus known as departmental libes. These include:

The Art Library, in Allen Art Museum, with about 35,000 books and journals, prints, and a picture rental collection.

The Conservatory Library, in the Conservatory of Music, boasting 58,000 books, journals, scores, and microforms, and 23,000 recordings and tapes.

The Science Library, on the first floor of Kettering, with about 33,000 items, primarily in the fields of biology, chemistry, and earth sciences, plus some self-instructional materials.

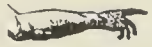
The Physics Reading Room, under the aegis of the Science Libe, is on the second floor of the Wright Physics Building, and has a self-service collection of several thousand journals and books.

You are also welcome to use the . . . . . .

Oberlin Public Library, located in the Carnegie Building, on W. Lorain and N. Professor Streets, is open to all residents of Lorain County, including resident college students. This is the place to go for the latest in fiction, how-to books, travel info, general works, and such non-print materials as 8mm films, games, puzzles, and popular recordings. The Library is a year round voter registration site.

MAIN LEVEL GOODIES

In order to make it easier for you to get a handle on a topic without having to wander endlessly through the stacks, we have gathered some materials on the Main Level to expedite matters. These include:



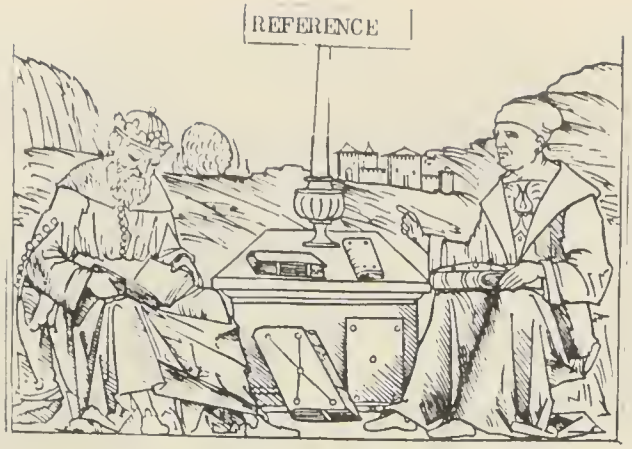
The Card Catalogs

Note that plural. It means we have two catalogs, minimum, *both on the Main Level, and both listing everything we own in the main and departmental libraries. So what's the difference? See here:

	I--"DEWEY"	2--"L.C."
Time factor	All items cataloged from the Year One (1833, that is) to 1974, PLUS continuing works--annuals, etc.--so as to keep series together.	Everything cataloged from 1975 on, PLUS selected older titles. This arrangement enables us to make the fullest use of the computerized cataloging system (Ohio College Library Center) to which we belong.
Location	Cases 1 - 3	Case 4
Call number	Dewey Decimal system begins with numerals, looks like so: 920.073 W 628 R	Library of Congress (L.C.) system, begins with letter(s), looks like so: E 663 .W56 1974-75
Arrangement	Dictionary--that is, one continuous alphabet for authors, titles, and subjects..... .....However: When the same word is used for various forms of entry, it is arranged thusly: Person (Gold, Nathan) Place (GOLD, CALIFORNIA) Subject (GOLD MINES AND MINING) Title (Gold in them thar hills)	

* Footnote: On the other side of Case 4, you'll find two more catalogs:

- Chinese language collection catalog
- Oberlin Public Library Author catalog



Reference Collection

You may not know it, but somewhere, sometime, someone has probably collected and published a list of materials which deal directly with the topic you've chosen for your term paper. Many of these bibliographies are book-length (even multi volumes for some extensive subjects), and our collection of them is housed on the red shelves on the west side of the Main Level.

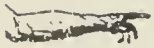
Bibliographers are a particularly obsessive breed, who become interested in a subject, start compiling lists of source material on it, eventually decide to organize their trove in a systematic way, put it between covers, and voila, "Latin American Skinks: Books and Articles, 1790-1970," or "Milton's Second Marriage; a Comprehensive, Annotated Bibliography." Whatever you're working on, the "Bib" area is often a good starting place for your research. It could save you hours and hours of reinventing the wheel.

Veering sharp left from the Bibliography Area, and leaping over the card catalogs, you'll come to a section of green shelves which begin with the call number AE5 and go on to Z7965 (Library of Congress section) ending up with the 030's to 999's (the Dewey area). Here you'll find general and subject encyclopedias, yearbooks of various organizations, dictionaries, handbooks, atlases, biographical directories, statistics, indexes and abstracts--in short, tools which will, among other things:

1) give you the specific info you need (How many non-white households were there in New York City in 1970? Who was Carrie Chapman Catt?)

2) provide you with an overview of a subject and suggestions on where to look for more information--good starting points to help narrow down a broad topic (What is the social basis of political affiliation? To what extent did Jane Austen influence the development of the Victorian novel?)

3) list recent books and articles on the topic you are researching--another kind of bibliography (What is happening in bilingual education? Where can I find articles about contemporary Nigerian writers?)



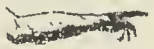
Periodicals

We currently subscribe to some 2,000 journals, covering such diverse subjects as African law, Victorian literature, environment and behavior, Presbyterian history, American folklore, and peace research, to name just a few. We also get newspapers from major U.S. and foreign cities. The latest issues of all these are kept on the Main Level, in the sunny yellow southeast.

Indexes to periodicals by author and/or subject--some even including abstracts (brief summaries) of the articles--are shelved near the Reference Desk on the Main Level. There are about sixty of these indexes, arranged alphabetically, and including everything from the ever-popular Readers' Guide to specific-subject indexes such as Psychological Abstracts, and Cumulative Index to Journals in Education. A list of the indexes will be found on the tops of the ranges where they are shelved, along with copies of the printout (See Below).

A computer printout, copies of which are on top of the index shelves, lists all the journals which we now receive, as well as those which we got in the past. So check there to see whether we own the issue you need.

Back issues of journals are either bound or on microfilm. We have arranged all our "live" journals (those we still subscribe to) and a few others, alphabetically by title on the south side of Level 2. Most of those which are no longer published, or to which we no longer subscribe, will have call numbers and are intershelved with the books. The printout will cue you in on which is which.



Pamphlets

A lot of good info--especially on current-interest topics--appears in booklets, reprints, newsletters, and other cheapie formats. Pamphlets, we call them, and they contain everything from opinionated right-or left-wing prounnciamentos to short but scholarly essays, bibliographies, etc., to stuff on travel or study abroad.

We have acquired a goodly number of these, and have arranged them in folders by subject. You will find them in the vertical file cabinets in the Reference Collection area. They're useful for browsing, and as a supplement to journal articles, when you are looking for recent data on such topics as women in higher education, or Japan's economic situation.

Pamphlets circulate for two weeks. Check them out in the pamphlet signout book on top of the file cabinet. When you've finished with them, return them directly to the basket on top of the cabinet and note their return in the sign out book.

Government Documents

All those pamphlety-looking things on the red shelves in the southwest section of the Main Level (Map Section C) are government documents--from Ohio, the United States, and the United Nations. They are full of statistics (on education, population, money, work, cities, etc.), reports and studies, Congressional hearings, how-to-grow strawberries--all kinds of useful info. We have over 88,000 of them, and about 7,000 more are added each year.

BUT--mostly because there are so many, and we are continually getting rid of out-of-date ones--they aren't usually cataloged into the general collection, and so, many people don't know about them.

To find the ones that will tell you all you ever wanted to know about, say, economic variables, what you need to do is:

1) Check an index (e.g., the Monthly Catalog of U.S. Government Publications) shelved in the short stack area directly behind the micro-reader printer in the main lobby.

2) Find the entry listing in the main section of that catalog; and if it sounds like what you want;

3) Look in the card checklist file, arranged by the Superintendent of Documents # just as it is in the index-catalog, to see if we own that particular document. The checklist is in a cabinet in the documents area.

YES? Okay, then copy down the alpha-numerical symbol in the upper lefthand corner of the checklist card, and go to the red shelves, where you'll find your document waiting for you (we hope). If you want it for bedtime reading, you may sign it out for two weeks, at the front door Checkout Desk.

NO? Then maybe we can borrow or get a photocopy of it from another library. See your Helpful Reference Librarian (HRL) for how to do this.

In fact, see your HRL if you have any questions about how to find and use government documents. We;ve put together some leaflets telling you in some detail how to negotiate the labyrinthine ways of such publications. It is a complicated system, no matter how you slice it, so don't feel shy about asking for help. There are a lot of treasures here, and you'll find it worth your while learning how to dig them out.

NEED HELP? .....

Finding information doesn't have to be a hit-or-miss, frustrating job. Once you've learned how to use these tools we've described above, the search can be nearly as joyful as weiting the paper. But doing research is an acquired skill, not an inborn trait. Information-conscious people are continually generating new ways to pin down the info you need. So, before plowing into the only index or encyclopedia you know, talk to a reference librarian. The reason we got into this profession is that we are incredibly nosey people, and we'd love to have you tell us what you're doing, and why. We'll be happy to discuss with you the organization of a discipline, and the best, most efficient approaches to solving your research problems.

We've prepared numberous how-to leaflets and (again!) bibliographies on various subjects, and we may have one which will be just what you want. Any time you'd like to talk about your term paper research or other information needs, come in and see us, or make an appointment. You can usually find us at the Reference Desk just opposite the front door, or in Rooms 103 or 106 along the south wall.

YOU CAN TAKE IT WITH YOU

Most of the books in the general collection may be taken out for two weeks, with an automatic renewal extended for up to one semester. Just take the book and your College ID to the Checkout Desk at the Main Service Desk on the Main Level, any time from 8 a.m. to 11 p.m. (noon to 11 on Sundays).

However, things you borrow are subject to instant and insistent recall after two weeks if someone else wants 'em (right away if needed for Reserve.) This goes for students and faculty.

Exceptions (Gotta have them to prove the rule):

. Newly acquired and popular materials (You'll know these by the special date-stamp on the book pocket)	2 weeks, non-renewable
. Government documents Phonorecords Uncataloged books	2 weeks, renewable but not automatically --and subject to recall
. Bound periodicals	3 days
. Unbound issues of periodicals Reserve books Other high usage items (things we expect to be in heavy demand)	In-library use only until 9 p.m., then: Overnight, due before 9 a.m. the next day (1 p.m. Sundays)
. AV equipment From Media Center:	24-hour or weekend rental, unless special arrangements are made. Equipment pickup: 1-4:30 pm; Return: 9-12 a.m. Reservations advisable.
. Microforms Rare books and manuscripts Bibliography/Reference books	Never (well, hardly ever)

Departmental libraries have some variations on the above rules, which you can find out from them.

Non-Oberlinians are welcome to use materials in the building throughout the year. Special arrangements to borrow, including deposits and fee, may be made at the Main Service Desk.

"THE BOOK I WANT ISN'T HERE"

Can't get your hands on the book you want? Okay, we admit it, even out vasty collection doesn't have everything. What happens then? There are several possibilities, depending:

1) Listed in the catalog but not on the shelf?

Ask for help at the Main Service Desk. Our Bureau of Missing Books sleuth will help track it down and get it for you if that's at all possible (meaning if it hasn't been ripped off).

2) Not in the catalog?

Plan A. Ask a Reference Librarian to check for you.

We have order files, computer terminals, and other secret places to tell us if we own a book that's not yet on the shelves. And if we do, we can set wheels in motion to unearth it. If not, maybe we can borrow it for you from another library. This procedure is called Inter-library Loan, and operates via the Reference Department. It takes a while, so if you need the book tomorrow, this is no go. But if you have a couple of weeks, chances are we can help. We can also get photocopies of articles from other libes for you, for a fee.

Plan B. Ask us to order a copy.

If it's a book that you think we should have in our collection, we'll try to add it. Reference Librarians will give you an order slip, or you can visit Ms. Graff, in Room 120A, and talk her into ordering it. We're feeling the pinch of rising costs and diminishing dollars, so we can't promise to buy everything you'd like us to have. But we'll certainly give your request serious consideration.

And while we're on the subject, the same goes for newspapers and journals, though we're even more chary about starting a subscription than about buying a single book, since it's a longer-term commitment.

USING THE RESERVE ROOM

On Level A, we've assembled books and photocopies of articles which your prof requires you to read for your courses. This area is probably one of the first parts of the Learning Center you'll meet. There are about 8,000 titles shelved here, a number of them in multiple copies. Many have been pulled from our regular collection, others special-ordered and sent down before being cataloged.

The idea behind the reserve area is to make required-reading materials available quickly and on a fair basis to everyone in the class. This means that procedures for finding and using them are somewhat different from those for the general collection.

Getting the Book You Want

1) Open Reserve: The arrangement of books on the shelves is by Department (alphabetically) then Instructor's Name (alphabetically), then Course Number. So, if you know the reading is for Bio.177 taught by Madame X--just go to the Bio. Shelves, look for Madame X and the Course Number. Both cataloged and uncataloged books are on the shelves in this arrangement.

   Closed Reserve: Personal copies of works and photocopies are in the closed reserved section. Journal articles and reports are labeled "Photocopy" or "Xerox" in the Reserve card catalog. Ask for these items by author at the Reserve Desk; all are kept behind this desk, and will be obtained for you by the staff. They may be checked out at the exit point like books.

2) The card catalog in the Reserve Room is arranged by Author and Title. If you know that you have to read a particular book but cannot remember for what course--look it up in the card catalog to find under which course it is shelved.

3) Take the books to the exit point and sign them out, for use anywhere in the building. Unless you have four pairs of eyes and several heads, no more than two items may be checked out at any one time.

4) Your ID card must be shown during the day and for overnight checkout. To borrow closed reserve materials (personal copies or xeroxes) your ID card must be left when you check out for overnight use.

What to Do If You Don't Find What You Want

1) If you don't see the book you need on the shelf, ask a staff member for assistance.
2) If the item you want is missing, let us know and we'll do the best we can to find or replace it promptly. Telling us will also help us spot problems and heavy-demand items early on, avoiding hassles later.

Loan Periods

A reserve book or article is due on the hour, 2-plus hours following checkout time, except:

1) Items checked out after 6 p.m., no matter how late, are due back by 9 o'clock the same night.
2) Items checked out after 9 p.m. are due the next day by 9 a.m. (1 p.m. Sundays).

CAUTION.

WHEREAS it has been represented to us from several quarters, that mischievous and designing Persons have been for some time past, endeavouring to induce, and

Overdues

In order to give everybody access to Reserve reading assignments, we have to limit the time any single person can have his/her mits on things. Hence, our 2-hour-plus, 2-items-per-customer rule. But if you don't return an item you check out on time, others won't be able to read it. So we've instituted a fairly stiff fine system for reserve items that come back late, as follows:

Up to one hour late:	$ .50
Up to two hours late:	1.50
Up to three hours late:	3.00
Up to four hours late	5.00
Over four hours late:	To be determined by Library Staff.

Fines paid when the item is returned are reduced by 50%. Of course, we would prefer to use staff time to help you get the books you want, rather than to hassle you about overdues. But this choice is yours, not ours. Really flagrant cases of abuse of reserve materials will be referred to the Library Subcommittee of the Honors Committee for adjudication.)

WILL BECOME

Guilty of Felony,

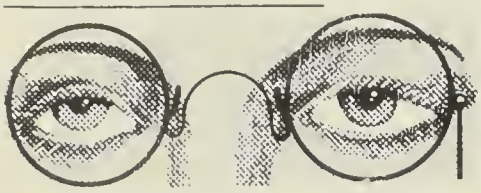
AND BE LIABLE TO BE

Transported for Seven Years.

ONWARD AND UPWARD

Although many special resources are located on Level A and Main (see pages 6-13), you'll find several others as you travel upward to Levels 2,3, and 4. We've singled out some of these for further description below.

Microforms and Readers



As we mentioned earlier, lots of our journals and newspapers, plus some monographs (= one-shot items also known as books) and other materials are not bound in conventional bookish fashion. Instead, you'll find them in reduced-size print on reels or separate sheets of film, or on cards, known collectively as microforms. This format is a handy way of keeping, for example, a complete run of the New York Times, in a tidy, compact area instead of as hardbound, monstrously bulky, yellowing pages which require a graduate degree in weightlifting to use.

Some are housed in special cabinets near the periodicals on the Main Level and on Levels 2 and 3; others are in boxes and shelved in with the general collection. In order to use them, you need a reading machine which blows the print back up to readable size. We've placed such machines near the appropriate cabinets on appropriate floors, with instructions on how to cope with the intricacies of using them. (It's not really complicated once you get the hang of it.)

We also have machines which will make copies of microfilm or fiche at 10¢ per exposure. They are located on Level 2 opposite the red elevator, and on Mudd Main.

The ready and willing staff at the Main Service Desk will be glad to help you if you find yourself confused about how to operate a reader, or frustrated because a light has burned out or the copy you made is fuzzy. Come and ask, or give them a call from one of the service telephones located on each floor.

Human Relations Area Files

An exciting recent acquisition in the Learning Center is the Human Relations Area Files (HRAF). Consisting of over 100,000 microfiche (3x5 film cards), HRAF provides a unique resource developed from field studies of cultures throughout the world. The fiche are arranged first by ethnic group (Aztecs, Chinese, Ibos), and then sub-divided by systematic categories (monotheism, folktales, reproduction, etc.). Specially trained indexers, based in New Haven, analyze a study and label every paragraph by category number. Each page is then copied as many times as necessary, filmed on fiche, and placed within all appropriate categories. The complete text of the field study is also included in the files. This method provides much faster and more reliable access to data than would be possible via ordinary research library procedures.

Originally designed for cross-cultural research in anthropology and related behavioral sciences, the files have also proved highly useful for a variety of other disciplines, such as ethnomusicology, botany, art, religion, history, and sociology.

Several thousand more fiche are added annually, as older field studies are analyzed and reproduced, and new ones are brought into the data base.

Our collection is kept in special cabinets on Level 3. Explanatory leaflets and reference works are shelved near the files, and a Reference Librarian will answer any questions you may have about how and when to use HRAF. Many of you will find this resource of enormous value for research during your college years.

East Asian Collection reflects the growing interest in this previously underexplored subject field. About ten years ago, Oberlin was designated to be the Chinese Studies Center of the Great Lakes College Association. As a result, we now have over 10,000 cataloged volumes--in Chinese and Japanese, and Korean--covering practically every subject field, with particular emphasis on literature, language, and history. This collection is cataloged in the Library of Congress classification scheme, and shelved on Level 3.

The frontlog of not-yet-cataloged books for East Asian Collection will be found on the Main Level in Room 115. Jiann Lin, our East Asian specialist, will be glad to answer any questions about these materials and to recommend resources to you. His office is in Room 115, Main Level.

The Judaic and Near Eastern Studies program was initiated through a grant in 1971. There is a backlog that is being cataloged and absorbed into the general stacks. Also, most of the incoming books now tend to get cataloged right away so that the more recent publications will be found in the stacks.

Special Collections, Rare Books, Archives

Those rooms on Level 4 with devices to regulate temperature and humidity house our special treasures: the nationally known collections of Anti-Slavery materials, and of Spanish drama; Oberliniana; early American and European imprints, some dating back to the 1490's; plus modern works requiring special care because of exceptional value. Most of these tomes may be used by you within the building, but have very limited circulation. Ask our Special Collections Librarian, Mary Cowles (Room 118) or the staff at the Main Service Desk if you want more details on treasure-hunting here.

Across the lounge area from Special Collections sits the College Archives. This is the depository for important noncurrent records illuminating much of Oberlin's history, as well as papers of individuals connected with the college. Since most of this material exists in only one copy, it has to be used in the Archives. They are open from 8 to 12 and 1 to 5 Monday through Friday, or by special appointment. Bill Bigglestone, the Archivist (Room 418), and his staff will be glad to tell you more.

Media Center

The "multi" in our "multi-media" moniker refers to the fact that a growing number of non-written materials, which can be as effective a learning resource as books, periodicals, and documents, are becoming available to the college community through the Media Center, located on Level 4.

Here we offer a wide variety of services for teachers and learners. Equipment rental--from P.A. systems to portable tape recorders, from video tape recorders and monitors to 16mm and slide projectors--represents perhaps the most abundant use of the Media Center in recent times. We are also building a video tape archive and a small film library, and frequently order films from other sources for use on campus.

In addition, the new Learning Center provides extended facilities for the use of non-print materials, including:

-Two multi-media classrooms;

-The Listening Area on Level 2, which will provide users with easy access to cassette and reel-to-reel tape recorders and players and to phonographs (more about this area below);

- A student workroom for use by students with projects dealing with slides film-making, audio production, etc.

- A graphic arts studio set up for preparation of a wide range of instructional materials;

No one has ever learned anything from a machine. But ideas conveyed through the use of machines and technology can make learning more exciting and interesting. Our staff, trained in educational media, graphic design, photography, and electronic systems design, is willing to assist you in making good use of such facilities.

CREATURE COMFORTS

Book Return Drops

Depending on your biological time clock, you can return materials to the libe at midnight, at 6 a.m., or whenever the building is closed and the mood strikes you. There are chutes at the front entrances of both Level A and Main--a great help when you've been up half the night doing a paper, or you're late for your 8 o'clock. There are also book drops at the Main Service and Reserve desks.

Calculators

To help you check out those statistics you need for your Econ paper, or balance your checkbook, we've laid in a supply of calculators which you can borrow for library use in exchange for your ID card. They're due in 2 hours, or by the time the Main Service Desk closes, whichever comes first.

Cassette Recordings

A small collection of cassette tape recordings of poetry, plays, and prose is housed in front of the Main Service Desk. Ask an attendant there to open the case for you and lend you ears to hear it with upstairs in the Listening Area.

College Catalogs

A clutch of more-or-less current catalogs from other colleges and universities is stashed in the Reference area on the Main Level. A more complete collection is available in the Office of Career Development in Peters' Hall.

Dictionaries

Unabridged English-language dictionaries have been placed hither and thither in the stacks areas. Green shelves and signs will help you spot them.

Standard foreign-language dictionaries are available for two-hour loan from the Reserve Desk. Unabridged and/or scholarly editions are in the Reference area. Circulating copies may be found in the general collection, on Level 2.

Edibles and Potables

Near the Thomas Late Study Room on Level A, we've installed vending machines to provide nibbles, noshes, nicotine, caffeine and other aids to help you survive the rigors of hitting the books. Bring your nickels and dimes, and enjoy

Listening Area

Those bright magenta and orangey clusters of chairs in the center of Level 2 are grouped around tables fitted with turntables, cassette players, or reel-to-reel tape players, thus enabling you to hook up a sound system and meditate to Mozart while meandering through Melville. Equipment, including earphones, may be checked out at the Main Service Desk.

Lockers

We have 35 small book lockers, available to students not having other storage space in this building, on a first-come, first-served basis. These are located on Levels 2 and 3, as follows:

Lockers 51-60 on Level 2, near the 892's (literature)
Lockers 61-70 on Level 3, near the 973.8's (history)
Lockers 71-85 on Level 3, near the 325's (social science)

You'll have to fork over $5.00 for a key deposit (refundable when you've finished using the locker), from the Library Office. Books and other Learning Center materials must be charged out to you before you stash them away in the Locker, and are subject to recall if needed by other students, or for Reserve. We reserve the right to check the lockers for such items. Also, please use only the lock provided by us, not your own. If you have any questions, ask at the Library Office.

Lost and Found

Should you be so forgetful as to leave behind your new $15 econ text, or your favorite rainhat, or ever-watchful people may find it and stash it away in the Lost and Found located in the Administrative Offices on the Main Level. Ask any staff member for help when you've mislaid something. We keep things here for a while, then ship them over to the Great Lost and Found in Wilder Hall.

New Developments

We're continually trying to find new ways to make the Learning Center meet your needs better, within the limits of our budget and staff time. As we acquire new goodies, or change our procedures, we'll post information about them on the Library Bulletin Board. This is located on the Main Level to the right of the entrance door. Check it out as you swing by en route to Reserve or the main stacks.

Phonorecords

Mudd Learning Center has a small collection of recordings--classical music, dramatic readings, language records, etc., which you may borrow for home use for up to two weeks. The card catalog listing them, and the records themselves, are at the Main Service Desk. (A much more extensive collection of music recordings and tapes is available at the Conservatory Library.)

Photocopying

A photocopying machine on the Main Level, near the Library Offices, or on Level A, will make quick copies of that journal article you need, or the deathless prose of your term paper, for a nickel a page (up to 8½ x 14 inches).

And on Level 2, opposite the red elevator, is a copier for microfilm or microfiche--also at 10 cents per exposure; as well as two more on Mudd Main.

If either one eats your money and spits out nothing in return, ask for help at the Main Service Desk. Also ask there for change, or use the change machine on Level A.

Ready Reference

Above some of the dictionary stands in the stacks, as well as in the Typing Room (209) and in the Current Periodicals area on Main, we have placed some quickie reference books, so that you don't have to traipse to the Reference Desk whenever you're puzzled about a date, stuck for a synonym, or unsure about a footnote. These are for in-libe use only, and please put them back when you've finished.

Rest Rooms

Rest rooms, appropriately labeled (no unisex ones yet), will be found on Levels A,2,3, and 4. The maps show you where.

Smoking Areas

The Thomas Late Study Room on Level A, plus Rooms 212 (Level 2) and 315 (Level 3) have been set aside for those who are determined to be dangerous to their health. Except for these well-marked areas, the rule is that smoking is a no-no throughout the building.

Study Areas

As you explore the Learning Center, you'll find dozens of lush, lovely lounge areas filled with all kinds of contemporary furnishings--something to suit everyone's taste, and shape. On Levels 2,3, and 4 there are also group study rooms accommodating from four to 20 people. These are open to you nearly any time the building is open, and can be good spots to get your gang together to plan a class presentation, or do some brainstorming about the upcoming exam. (Occasionally, classes are scheduled to meet in some of the larger rooms, and this information is posted on the room door.)

Also on the three upper levels are "bridges" containing a total of 40 scholar studies. Most of these are assigned for a semester to individuals who need to make intensive use of Learning Center materials. Watch for campus-wide announcements telling you when these studies will be available. Several of these studies are available on short-term bases--daily to weekly --so that you can have a quiet place to hide away from the world (and your roommate) and get that paper finished. Apply for the use of one of the short-term studies at the Receptionist's desk in the Library Office.

The Thomas Late Study Area on Level A is open until 2 o'clock in the morning.

Telephones

We have phones and phones here in Seeley G. Mudd. First, Info types (Inphones?). These are near the three elevators on each of the upper levels, and will connect you with the Main Service Desk when you need help in finding materials--or just feel lost.

Pay telephones are located on Level A near the rest rooms. Need a number? A collection of telephone books for all major U.S. cities, and a few foreign ones, is near the Reference Desk on the Main Level.

A campus phone has been installed on Level A, between the two pay phones.

Typewriters

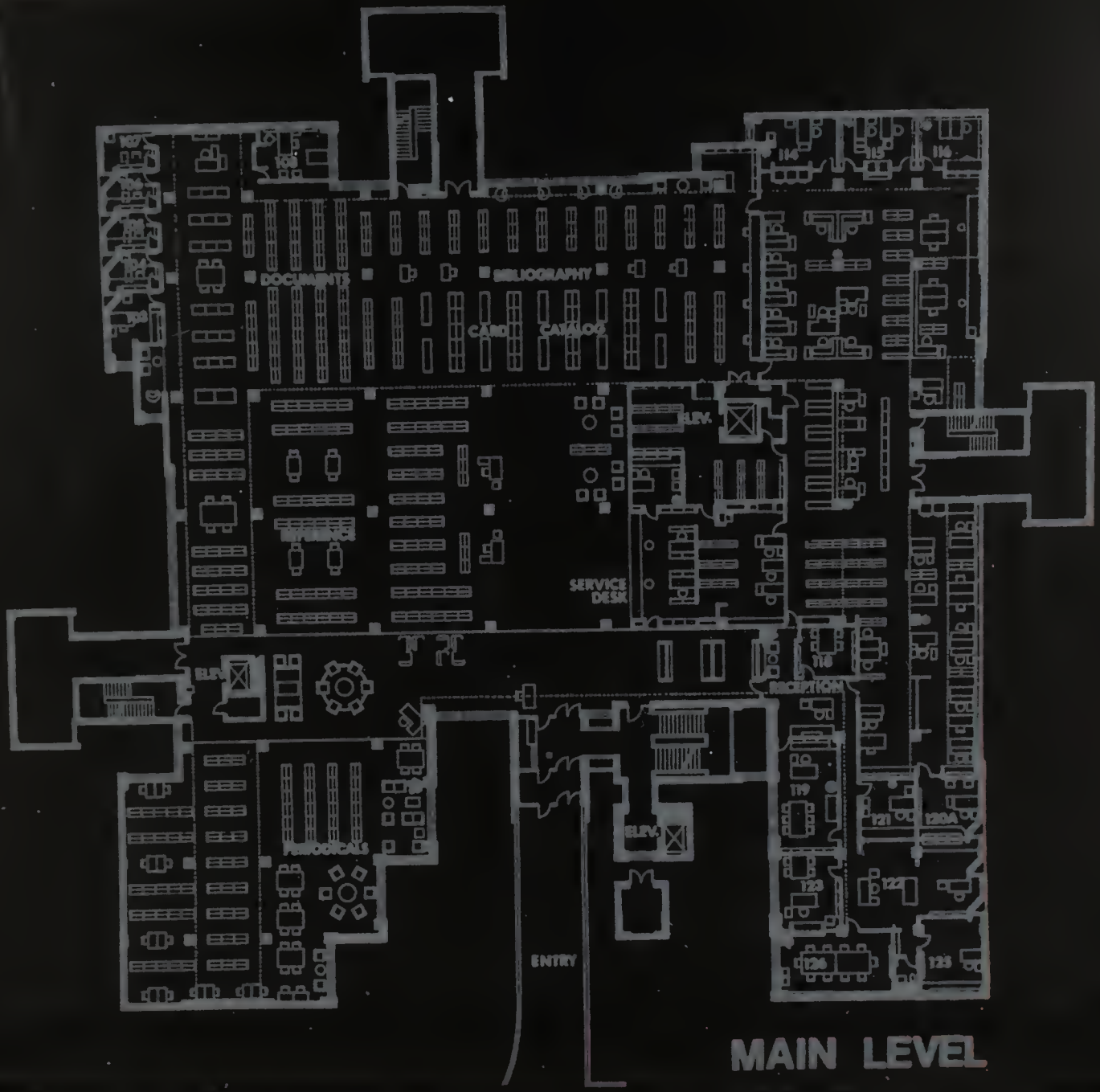
IBM Selectric Typewriters are available for your use in Room 209, on Level 2, near the Main stairway. Cost is a dime for 20 minutes, 25¢ for an hour.

MAPS FOLLOW

LEVEL A

GALLERY AREA	- CAMPUS PHONE, PAY PHONES, RESTROOMS CHANGE MACHINE
RESERVE AREA	- COURSE-RELATED READING MATERIALS FOREIGN-LANGUAGE DICTIONARIES
ROOM 041	- LATE STUDY, NON-SMOKING
ROOM 050	- MULTIMEDIA AUDITORIUM
ROOM 052	- LATE STUDY, SMOKING VENDING MACHINES

COMPUTING
RESERVE
040
041
080
082
ELEV.
A LEVEL


DOCUMENTS
BIBLIOGRAPHY
CARD CATALOG
REFERENCE
ELEV.
SERVICE DESK
ELEV.
RECEPTION
PERIODICALS
ELEV.
ENTRY
MAIN LEVEL

MAIN LEVEL

ENTRY AREA	- BOOK RETURN DROP
PERIODICALS AREA	- CURRENT NEWSPAPERS AND JOURNALS
	NEW YORK TIMES ON MICROFILM
	MICROFILM READERS
REFERENCE AREA	- REFERENCE SERVICE DESK
	MICRO READER
	INDEXES, REFERENCE BOOKS, BIBLIOGRAPHIES
	PAMPHLETS, COLLEGE CATALOGS, TELEPHONE DIRECTORIES
DOCUMENTS	- UN, RECENT U.S., AND OHIO DOCUMENTS
	AND INDEXES
	MAPS AND OVERSIZE ATLASES
ROOMS 103 - 107	- REFERENCE STAFF OFFICES
SERVICE DESK AREA	- MATERIALS CHECK-OUT DESK
	CIRCULATION FILES, HOLDS FOR PICK-UP, BOOK RETURN DROP
	PHONORECORDS AND HEADPHONES
	NEW BOOKS, CASSETTE RECORDINGS, LATEST NEWSPAPERS, COPYING MACHINE
RECEPTION AREA	- LIBRARY PROCESSING AND ADMINISTRATIVE STAFF
	LOST AND FOUND

L E V E L 2

A	- PERIODICALS, BOUND AND ON MICROFILM, ALPHABETICALLY BY TITLE
B	- SAME, PLUS MICRO READERS
C	- SAME, PLUS NEWSPAPERS ON MICROFILM AND MICRO READERS
D	- OLDER GOVERNMENT DOCUMENTS, BOUND NEWSPAPERS, MICROFORMS AND MICRO READERS
E	- BOOKS: GENERAL, LANGUAGE, ARTS (DEWEY AND L.C.)
F	- BOOKS: LITERATURE (DEWEY AND L.C.) MICRO COPYING MACHINE OPPOSITE ELEVATOR
G	- BOOKS: LITERATURE (DEWEY AND L.C.)
LISTENING AREA:	- TAPE DECKS, TURNTABLES, CASSETTE PLAYERS
	ROOMS 201, 203, 204, 210, 211 - GROUP STUDIES
	ROOM 209 - TYPING ROOM
	ROOM 212 - SMOKING LOUNGE
	ROOMS 213 - 222 - SCHOLAR STUDIES

C
D
E
B
F
A
G
SCHOLAR STUDIES 212-222
LEVEL 2

T
G
D
E
B
H
F
A
G
303
307
ELEV.
319
302
ELEV.
SCHOLARS STUDIES 316 - 328

LEVEL 3

L E V E L 3

A and B	- BOOKS: SOCIAL SCIENCES (DEWEY AND L.C.)
C	- SAME, PLUS HUMAN RELATIONS AREA FILES AND MICRO READERS
D and E	- BOOKS: PHILOSOPHY, PSYCHOLOGY, RELIGION (DEWEY AND L.C.)
F and G	- BOOKS: HISTORY (DEWEY AND L.C.)
H	- EAST ASIAN COLLECTION
	ROOMS 302, 303, 305, 307, 313 - GROUP STUDIES
	ROOM 315 - SMOKING LOUNGE
ROOMS 316 - 328	- SCHOLAR STUDIES

L E V E L 4

A - BOOKS: SCIENCE AND TECHNOLOGY (DEWEY AND L.C.)

B - CLOSED AREA

ROOM 410 - SPECIAL COLLECTIONS AND RARE BOOKS

ROOM 420 - ARCHIVES

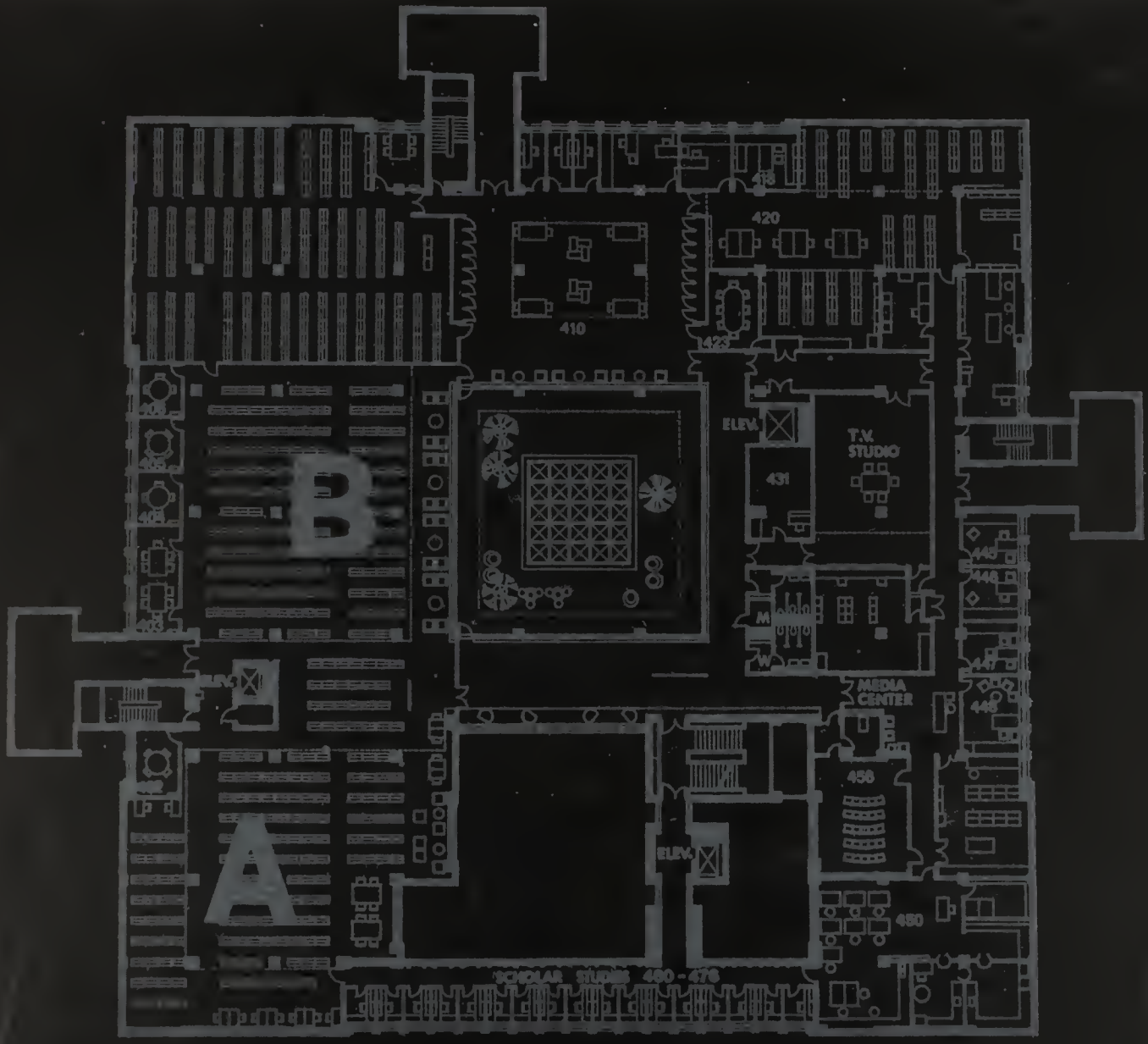
INSTRUCTIONAL MEDIA CENTER -

ROOM 431 - COMPUTER MUSIC PROJECT

ROOM 447 - HEAD, A/V DEPARTMENT

ROOM 456 - MULTIMEDIA CLASSROOM

ROOMS 460 - 476 - SCHOLAR STUDIES


B
A
410
420
423
431
T.V. STUDIO
ELEV.
MEDIA CENTER
445
446
447
448
450
456
M
W
POPULAR STUDIES 480 - 476

LEVEL 4

SUMMARY OF MATERIALS LOCATIONS

What	Where	More Info on Page
Archives	Room 420, Level 4	17
Atlases	Southwest corner of Main	8
Book Return Drops	Entry and Service Desk, Main Level & Level A	18
Calculators	Service Desk, Main Level	18
Cassettes	Service Desk, Main Level	18
Change Machine	Gallery Area, Level A	--
Card Catalogs	Main Level	7
College Catalogs	Reference Area, Main Level	18
Computing Center	Level A	--
Dictionaries, English	Green Shelves, Levels 2 3,4	18
Dictionaries, Foreign (2-hour loan)	Reserve Room, Level A	18
Government Documents	Main Level & Level 2	9-10,11
Headphones	Service Desk, Main Level	19
Human Relations Area Files	Level 3 C	15
Late Study Rooms	Rooms 041 and 052, Level A	20
Lost and Found	Reception Desk, Main Level	19
Maps	Documents Area, Main Level	--
Media Center	Rooms 431-456, Level 4	17-18
Microforms, Miscellaneous	Level 2 E	11,15
Newspapers		
.Latest issues of New York Times, Washington Post, Plain Dealer	Service Desk Area, Main Level	--
.Current	Periodicals Area, Main Level	9
.Bound and microfilmed, plus readers	Level 2 C	15
.New York Times:		
1942+ (Microfilm)	Periodicals Area, Main	--
Index, 1942+	Reference Area, Main Level	--
Pre-1942 + index	Level 2 C	--
Pamphlets	Reference Area, Main Level	9
Periodicals		
.Current	Main Level	9,11
.Bound and Microfilmed	Level 2 C	9,11
.Indexes	Reference Area, Main Level	9
Phonorecords	Service Desk, Main Level	11,19
Photocopying Machines	Main Level, Level 2 F, Level A	19
Rare books and Special Collections	Room 410, Level 4	17
Ready Reference Books	Current Periodicals Area, Main Level	20
	Green Shelves: Levels 2,3,4	20
Reserve Books	Reserve Room, Level A	20
Rest Rooms	Levels A, 2, 3, 4	11,13-14
Scholar Studies	Levels 2, 3, 4	20
Smoking Lounges	Rooms 052, 212, 315	20
Telephones		20
.Campus and Pay	Level A	20
.Library Information	Levels 2,3,4 by elevators	20
Typewriters (Pay)	Room 209, Level 2	20
Vending Machines	Outside Room 052, Level A	18

LEARNING.

FRANCIS OSBORNE

A few books well studied, and thoroughly digested, nourish the understanding more than hundreds but gargled in the mouth...